

EMPLOYMENT OPPORTUNITY

UNITED STATES
INTERNATIONAL TRADE COMMISSION
WASHINGTON, D.C. 20436

ANNOUNCEMENT NO. DE-00-22
ISSUING DATE: 07-17-00
CLOSING DATE: 08-14-00
AREA OF CONSIDERATION:
ALL SOURCES

This is a Delegated Examining Announcement

*Also announced at the GS-06 and GS-07 levels (Announcement No. DE-00-23 and DE-00-24).

POSITION: Financial Technician, GS-503-05

LOCATION: Office of Administration, Office of Finance

ENTRY LEVEL PAY RATE: \$23,304

PROMOTION POTENTIAL: GS-7

SUPV/MGR PROBATIONARY PERIOD REQUIRED: _____ YES X NO

POSITION IS IN THE X COMPETITIVE _____ EXCEPTED SERVICE

DUTIES:

The incumbent may work in the following areas: Payroll administration, travel administration, voucher examination and/or operating and maintaining the ITC automated accounting system. Incumbent reviews and reconciles general ledger accounts and resolves discrepancies between general ledger and subsidiary ledger accounts. Reviews, reconciles, and audits reports. Prepares the SF-224 report, Report of Disbursement and Collection to the U.S. Dept. Of Treasury. Serves as liaison between the ITC organizations and the Department of Interior and provides payroll assistance to ITC employees. Resolves accounting matters such as receiving reports/approvals and obligating account documents with cost center managers. Post awards to correct object class accounts. Monitors Reimbursable Agreements. Determines and enters accruals, year-end entries and other transactions. Reviews and processes obligations, payments and deposit documents into the automated accounting system. Processes payments for travel reimbursements and advances. Posts expenditure transactions and conducts cash reconciliation of accounts. Reviews and analyzes accounting transactions for accounting reports. In addition, incumbent provides budgetary information for a variety of appropriated funds, reimbursable travel and transportation accounts, and adjusts fund accounts to reflect effects of budgetary transactions. Also reviews budgetary documents and records to assure data accuracy.

MINIMUM QUALIFICATION REQUIREMENTS:

All applicants must have one year of specialized experience, equivalent to the next lower grade, which is in, or directly related to, the duties of the position to be filled, and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position.

Specialized experience is experience which provided knowledge of accounting techniques, regulations, practices and procedures. SUBSTITUTION OF EDUCATION: Four years of education above the high school level is creditable at the GS-5 level. This education must have been
(Continued on back)

THE U.S. INTERNATIONAL TRADE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER. IMPORTANT NOTE: Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service Registration PRIOR TO APPOINTMENT.

MINIMUM QUALIFICATION REQUIREMENTS (CONTINUED)

obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time study equals 30 semester hours, 45 quarter hours, or equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. A LIST OF COLLEGE COURSES OR A COLLEGE TRANSCRIPT MUST BE SUBMITTED TO DETERMINE QUALIFICATIONS WHEN SUBSTITUTING EDUCATION FOR EXPERIENCE. Applicants with status must meet the time-in-grade requirement. Handicapped applicants, disabled veterans, or any other applicant eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify special eligibility on their applications. Proof of eligibility will be required upon receipt.

EVALUATION METHOD AND RANKING FACTORS:

Applicants will be evaluated on the extent and quality of their experience, education and accomplishments as they relate to this position. Consequently, all applicants must provide, as a supplement to their resume or application, a concise written statement describing education, training, and work experience, either paid or volunteer, which demonstrates their capabilities with respect to the **knowledge, skills, and abilities (KSA's)** listed below. **APPLICANTS WHO DO NOT PROVIDE A SUPPLEMENTAL QUALIFICATIONS STATEMENT ADDRESSING EACH KSA WILL NOT BE CONSIDERED FOR THIS VACANCY.**

For each ranking factor you should provide job-related activities you have participated in and describe specifically what you did. Also describe the outcome or results of the activity. Your response should provide indications of the difficulty and complexity of tasks, problems overcome, and the quality and effectiveness of the results.

1. Knowledge of budgeting, accounting or other financial management procedures, methods, and techniques.
2. Knowledge of automated accounting system(s).
3. Ability to read and interpret policies and procedures.

In addition to meeting the minimum qualifications specified in this announcement, applicants must be rated **above** level one of the three possible rating levels in each of the ranking factors listed above and score 90 or above in the rating process in order to be designated "well qualified" for purposes of consideration under the Interagency Career Transition Assistance Program (ICTAP) as described in 5 CFR Part 330.

If you are a displaced Federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF

and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or

5. Retired under the discontinued service retirement option after receiving a RIF separation notice; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
4. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
5. Be rated well-qualified for the position.

Applicants requesting consideration under the ICTAP **must submit** with the application:

1. Proof of displaced employee status (e.g., RIF separation notice or Certificate of Expected Separation);
2. Proof of current (or last) performance rating of at least "Fully Successful" or equivalent, except for candidates who are eligible due to compensable injury or disability retirement;
3. Copy of latest Standard Form 50 (SF-50); and
4. Statement from your last agency's Personnel Office certifying the promotion potential of the position from which you were or will be separated.

APPLICANTS WHO DO NOT PROVIDE THE ABOVE DOCUMENTS WILL NOT BE GIVEN PRIORITY CONSIDERATION.

HOW TO APPLY:

You may apply with a resume, the Optional Application for Federal Employment (OF-612), SF 171, or any other written format you choose. You can obtain the Optional Application by calling the U.S. International Trade Commission, Office of Personnel, (202) 205-2651.

In order to receive full consideration for this position, all applicants must submit a complete application or resume. Status applicants must also submit a current Performance Appraisal (issued within the last 12-month period). Submission of a Performance Appraisal by non-status applicants is optional.

All candidates eligible for non-competitive appointment under special appointing authorities not requiring competitive status who wish to be referred based on this eligibility **MUST** submit an application which clearly identifies the basis for their eligibility, e.g., Veterans Readjustment Act, Peace Corps service, disabled veterans, physical disability, etc.

Proof of eligibility will be required upon receipt of application. Candidates with noncompetitive eligibility who also wish to be ranked through the merit promotion and/or OPM competitive ranking process must submit separate applications with the appropriate annotation on their applications.

REASONABLE ACCOMMODATIONS:

This agency provides reasonable accommodations to applicant with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

WHAT TO INCLUDE:

Although the Federal Government does not require a standard application form, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Consequently, we ask that you supply all the information listed below. **IF YOUR APPLICATION IS INCOMPLETE, YOU MAY FAIL TO QUALIFY FOR THIS POSITION OR OTHERWISE LOSE CREDIT IN THE CANDIDATE RANKING PROCESS.**

Job Information

- Announcement number, and title and grade of the job for which you are applying.

Personal Information

- Full name, mailing address (with Zip Code) and day and evening phone numbers (with area code).
- Social Security Number.
- Country of citizenship (must be a U.S. citizen).
- Veterans' preference - If you served on active duty in the U.S. military and were separated under honorable conditions, you may be eligible for veteran's preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. To claim 5-point veterans' preference attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veterans' preference, attach an SF-15, Application for 10-point Veterans' Preference, plus the proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans'

preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site at www.opm.gov.

- Reinstatement eligibility (Attach SF-50 proof of your career or career-conditional status).
- Highest Federal civilian grade held (Also give job series and dates held).

Education

- High school
Name, city, and state (Zip Code if known); Date of Diploma or GED.
- Colleges or universities
Name, city, and state (Zip Code if known); Majors.
Type and year of any degrees received (If no degree show total credits earned and

indicate semester or quarter hours.)

Send a copy of your college transcript only if substituting education for experience.

Work Experience

- Give the following information for your paid and nonpaid work experience related to the job for which you are applying. Do not send job descriptions.

Job title

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

- Indicate if we may contact your current supervisor.

Other Qualifications

- Job-related training courses (title and year).
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.
- Job-related certificates and licenses (current only).
- Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested).

Before any hiring offer can be extended, you will be asked to complete a Declaration for Federal employment and to authorize a background investigation. You will also be asked to sign and certify the accuracy of all the information in your application.

WHERE TO APPLY:

All applications or resumes should be submitted to: Office of Personnel, U.S. International Trade Commission, 500 E Street, S.W., Room 314, Washington, D.C. 20436. Applications or resumes will be accepted if postmarked by the closing date. Applications will not be returned. The application you submit for this position contains information subject to the Privacy Act of 1974. Information regarding this Act is available upon request. Applicants may obtain a copy of the position description from the Office of Personnel.

APPLICATION CHECK LIST:

Be sure you have included the following:

1. Application for Employment (**REQUIRED**)

You may apply for this by submitting any one of the following application formats:

- (a) SF-171 (Application for Federal Employment);
- (b) OF-612 (Optional Application for Federal Employment; or
- (c) A resume.

The announcement number must be entered on the first page of your application.

2. Supplemental Qualifications Statement addressing each of the knowledge, skills, and abilities (KSA's). (**REQUIRED**)
3. A list of college courses or college transcript.
(**Required** if substituting education for experience.)
4. A copy of your most recent performance appraisal.
(**REQUIRED** for STATUS CANDIDATES ONLY.)
5. For current and former Federal employees, a copy of your most recent SF-50, Notification of Personnel Action. (**REQUIRED**)

6. Documentation to prove eligibility for consideration under ICTAP.
(**REQUIRED** for all applicants requesting priority consideration.)